

Move Forward with Fast and Flexible Relocation Procurements

GSA's Transportation, Delivery and Relocation Solutions Schedule 48 Can Help!



Relocating federal employees can be a complicated and challenging endeavor. GSA's Employee Relocation Resource Center (ERRC) offers federal agencies relocation services and procurement options to help guide them through the acquisition of mobility programs. ERRC serves as the central resource for leadership, education and networking for all government agencies. ERRC relocation offerings provide maximum flexibility and choice on a wide range of mobility services through GSA's Transportation, Delivery and Relocation Solutions (TDRS) Schedule – designed to maximize your agency's investment and ensure the satisfaction of your relocating employees.

One of the greatest features of the TDRS Schedule is the myriad of contractors available to choose from – all have been carefully chosen based on rigorous criteria and reflect the highest caliber of industry experience and expertise.

Relocation Services: Home Sale Assistance (SIN 653-1)

GSA programs offer flexible services with four unique pricing options, allowing agencies to customize solutions to their relocation needs. Using the Home Sale Assistance program, the agency speeds the transferring employee's move by accelerating the marketing and sale of the departure home and enabling the employee to access equity from the departure home early in the process.

Some key benefits of using a Home Sale Assistance program through the TDRS Schedule are:

- Qualified and experienced national network of real estate brokers, agents, appraisers and inspectors, ensuring high service standards, timely responses, expertise in the specific market area and experience in relocation specific guidelines
- Home marketing assistance and strategies designed to help the employee sell the departure home quickly

- Guaranteed offer to purchase the home in the event the transferring employee does not sell the home.
- Advance on equity in the former home to apply toward a new-home purchase
- Nontaxable benefit and therefore the cost of these services is not included as income to the transferee and is not factored into the Relocation Income Tax Allowance (RITA)
- Compliant with the Federal Travel Regulation
- Drastically reduces procurement lead times and administrative costs
- Frees internal resources to concentrate on the agency's mission

Relocation Services: Expense Tracking, Property Management and Assisted Direct Reimbursement (SINs 653-3 and 653-4)

Relocation management software is utilized to track and manage relocation transactions, authorizations, planning, repatriation, expense and taxation, communications, and documents associated with employee relocation.

GSA's property management service includes property financial and administrative management (e.g., taxes and basic utilities), rental and temporary occupancy marketing, tenant screening and lease negotiation, rental income processing, and property repairs and maintenance coordination.

When transferring employees are required to handle their own relocation, there are often no structured relocation services available for help. Assisted Direct Reimbursement programs support agencies where posted job opportunities have no relocation benefits available.



Smarter Solutions

Relocation Services: Buyer Value Option (BVO) Program (SIN 653-5)

The BVO program allows the transferring employee to market the home with the full support of a Relocation Service Provider (RSP), to help get the maximum value. The home is purchased by the RSP after there is an approved, bona-fide offer from an outside buyer. This option allows agencies to save costs and the transferees to stay in a home sale services program without interfering with report dates. Key benefits to the Buyer Value Option program are:

- Providing home marketing assistance to help the employee generate an independent sale
- BVO program guidance is set out by the Worldwide Employee Relocation Council (ERC), which includes a marketing period without a defined end date
- Nontaxable benefit and therefore the cost of these services is not included as income to the transferee and is not factored into the Relocation Income Tax Allowance (RITA)

Relocation Services: Move Management (SIN 653-7)

A Transportation or Relocation Service Provider provides a total package of move management support, including: transferee entitlement and pre-move counseling; overseeing carrier evaluation process and carrier selection; preparation of bills of lading; shipment booking; transportation, service performance and prepayment audits; assistance in claims preparation, filing and settlement; management information reports; and on-site quality control.

GSA Schedules: Simple, Streamlined Procurement

All products and services under the GSA Multiple Award Schedules program are pre-negotiated with "ceiling" pricing, enabling you to negotiate pricing to meet your unique needs. Choose from high-caliber experienced contractors, all whom are familiar with federal laws, policies, and regulations.

GSA also offers Blanket Purchase Agreements (BPAs) for customers with recurring needs. BPAs, which can be established in connection with any Schedule under GSA's

Multiple Award Schedules program, offer volume discounts and a faster buying process to minimize paperwork.

Online Resources

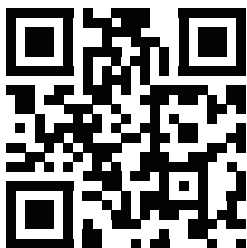
eLibrary: GSA eLibrary serves as a comprehensive online source for GSA Multiple Award Schedules. It allows users to search Schedules by contractor's name, contract number, Special Item Numbers (SINs), Schedule number, or keyword for sources of supply. Its category structure makes it easy to find groups of vendors that can fulfill specific needs. eLibrary also displays Schedule contract information and Schedule details, provides easy access to specific contract terms and conditions, and links to vendor catalogs and product lists in *GSA Advantage!*®.

GSA Advantage!®: The federal government's premier online ordering system that provides access to thousands of contractors and millions of services and products. *GSA Advantage!*® offers instant online ordering; direct access to schedule vendors; specialized grouping of products and services; market research capabilities to compare features, prices, and delivery options; FAR-compliant purchasing; and anytime access. It also provides customers with multiple payment options, online viewing of order status, keyword search capabilities, and browsing products by categories.

eBuy: eBuy is an online Request for Quote (RFQ) tool for a wide range of commercial services and products that are offered by GSA. eBuy streamlines the solicitation process: it is used for posting solicitations, receiving quotes from GSA Multiple Award Schedule vendors, finding sources of supply, submitting responses and establishing and using Blanket Purchase Agreements. eBuy creates value by instant access to GSA Multiple Award Schedule vendors, paperless procurement from "cradle to grave," full compliance with Section 803 of the 2002 National Defense Authorization Act, real-time RFQ management, volume discounts, electronic award notification and debriefing, and best-value practices.

Contact Information

Find more details on GSA's relocation programs at www.moveit.gsa.gov or contact ERRC at (877) 575-ERCC (3772) or relocation.programs@gsa.gov.



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